

Approved For Release 2001/08/01 : CIA-RDP80-01826R000800100025-0

Tab D

Approved For Release 2001/08/01 : CIA-RDP80-01826R000800100025-0

C O N F I D E N T I A L

D R A F T

25 Nov 59

25X1A

HANDBOOK  
[REDACTED]

[REDACTED]  
PERSONNEL  
Date

25X1A

SEPARATION OF SURPLUS PERSONNEL

1. APPLICABILITY OF PROCEDURES

a. The procedures given herewith shall apply to a Career Service if the personnel assigned to that Career Service exceed the number of spaces as given in the Career Service Staffing Authorization (CSSA) on the ninety-first day after the CSSA is approved or revised [REDACTED] paragraph 3b). The Head of the Career Service, in consultation with the Deputy Director concerned and the Deputy Director (Support), shall designate the grade levels and, if need be, the categories of specialization of personnel to be regarded as surplus.

25X1A

b. These procedures shall also apply when, at the request of the Head of the Career Service and the Deputy Director concerned, the Director of Central Intelligence authorizes the reduction in number of a defined category of personnel in the interest of the long-range needs of the Service.

c. Civilian employees not assigned to Career Services shall be administered by the responsible operating official and shall be subject to the application of these procedures whenever it is determined that such personnel are excess to Agency requirements.

TAB D

C O N F I D E N T I A L

C O N F I D E N T I A L

2. ESTABLISHMENT OF RETENTION REGISTER

a. Definition. A retention register is a rank order listing of personnel in any category affected by a planned reduction. The ranking determines the order of precedence for retention by the Career Service, or, in the case of non-Career Service personnel, by the organization concerned.

b. Initial Ranking by Board or Panel. Rankings in order to establish registers may be initiated by existent Career Service Boards or Panels or by Boards specifically established by the Deputy Director concerned. These rankings shall be completed within forty-five days after the decision is taken to reduce the number of personnel in a given category. The Board or Panel shall assign each individual on the register to a specific position, going from highest to lowest except that the Board or Panel may employ the procedures outlined below whenever the register comprises twenty-one or more individuals:

Such registers shall be divided into ten sections. The Career Service shall assign individuals to each section, the first section containing those ranking highest, then downward to the last section which shall contain the names of those ranking lowest on the register, the sections to be as nearly equal in size as possible. Those sections at the lowest part of the register which comprise ten individuals or twice the number of individuals to be separated if this number be larger than ten will be consolidated into one group and a specific rank order of all individuals in this group from highest to lowest shall be established.

TAB D  
p. 2

C O N F I D E N T I A L

C O N F I D E N T I A L

c. Factors to be Considered. The Head of the Career Service, or operating official, shall ensure that the following factors are carefully weighed in establishing the ranking of personnel: (1) position performance; (2) qualifications; and (3) potential for future usefulness. To this end he shall provide to the Board or Panel specific, written instructions concerning the application of these factors.

3. REVIEW OF RETENTION REGISTERS

a. After the retention registers are complete, a committee of three disinterested senior officials appointed by the Director of Central Intelligence shall review the official personnel and other pertinent files of those individuals who have been placed in specific rank order in accordance with the provisions of paragraph 2, above. The committee shall give careful attention to the complete record of Federal employment and military service, as well as to the factors as prescribed by the Career Service Head or operating official concerned. The committee, by majority vote, shall revise the rank order of this group, if it deems such revision warranted, duly noting such changes as are made.

b. The Head of the Career Service, or operating official, shall then review the specific rankings as revised and noted and shall make and record such changes as he shall deem warranted.

C O N F I D E N T I A L

TAB D  
p. 3

C O N F I D E N T I A L

c. The Director of Personnel shall then review the Career Service retention registers as revised and noted by the committee and Head of the Career Service or operating official. In accordance with paragraphs 2 c, d, and e of basic regulation he shall ensure that every reasonable effort has been made to protect the interests of individuals being considered for separation and to retain in Agency employment those who qualify for positions in components or Career Services other than the one which has nominated them for separation. He shall recommend to the Director of Central Intelligence the separation of individuals who are deemed to be surplus to the Agency as being advisable in the interests of the United States.

TAB D

p. 4

C O N F I D E N T I A L